

PEABODY INSTITUTE LIBRARY



127TH ANNUAL REPORT

JUNE 1978

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Mary Ann List, *Branch Librarian*
Joan Cantor, *Library Assistant*
Elaine Tsioropoulos, *Library Assistant*
Bruce Levin, *Page*
James Connors, *Custodian*

LIBRARY STAFF

This is the 127th Annual Report of the Peabody Institute Library for the year ending June 30, 1978.

During this year the Main Library has been in something of a holding pattern during construction and renovations but the Branch Libraries continued to provide a full range of library services. Although circulation at the Main Library decreased slightly during the last year, due to conditions in the building during construction; it is worth noting that the library continued to be used by the public steadily during construction both by the casual reader and by students. It is an indication of how important the library is to people that they continued to patronize the library under the most adverse conditions. It is also a credit to a tremendous staff who worked to provide essential library services under the most extreme hardships. Dust was everywhere, temperatures were in the low 50's on many days and constant noise, confusion and relocation provided a real challenge to the employees. On top of the routine workload, the School Department assigned major research papers to all of the students at Veterans' Memorial High School. The library was swamped with students seeking research information which would have taxed us even under the best of circumstances. In the spring, the Childrens Room moved into partially completed quarters on the second floor and books were shelved on temporary shelves and then moved into closets so that the floor could be laid down.

Although business slowed down at the Main Library, it increased dramatically at both branches. Both South Peabody and West Peabody showed an increase in circulation of about 7,000 items per library. Some of this increase is certainly due to the renovations at the Main Library, but some of it also reflects a real increase in use. The fact that all of the South Branch Library and the basement of the West Branch Library were not air-conditioned last summer hampered public use of the buildings during the summer months.

Mary Ann List, Librarian at West Peabody and Mary Rogalski, Technical Services Librarian both completed a course in sign language at North Shore Community College. The Main Library will, of course, be totally accessible to the handicapped and the West Branch Library is partially accessible so both librarians

felt that a staff member in each building should be able to communicate with deaf patrons. It is our hope that we can provide library services to all of the community, even patrons with handicaps.

In the Spring, Mrs. Marcia Cohen was appointed Library Assistant in the Childrens' Room. Since the Childrens' Room is now located apart from the rest of the Library it is necessary that the Room be staffed by two employees to cover the 72 hours per week that it is open. We should also be better able to provide programs for the many children in the City who were denied access to programs because of lack of staff.

1977-78 has been a year of change and anticipation. The staff is looking forward to the completion of the new building so that we can begin to provide the kind of library service which Peabody needs and wants.

STATISTICS July 1, 1977-June 30, 1978

	MAIN BRANCH	SOUTH BRANCH	WEST BRANCH	TOTAL
CIRCULATION				
Books	42,267	40,805	51,629	134,701
Periodicals	2,201	1,614	1,858	5,673
Pamphlets	255	84	32	371
Record Albums	558	---	1,193	1,751
Films & Filmstrips	2	---	---	2
Museum Passes	50	---	---	50
Posters	19	5	---	24
Games & Puzzles	---	---	95	95
TOTAL	45,352	42,508	54,807	142,667
ACQUISITIONS				
Books	3,202	1,284	1,247	5,733
Record Albums	---	---	15	15
Pamphlets	58	199	7	264
Films & Filmstrips	---	---	5	5
Games & Puzzles	---	---	20	20
TOTAL	3,260	1,483	1,294	6,037
WITHDRAWALS				
Books	---	27	902	929
Record Albums	---	---	33	33
Pamphlets	---	49	---	49
Posters	---	1	---	1
Games & Puzzles	---	---	37	37
TOTAL		77	972	1,049
HOLDINGS				
Books	44,978	9,343	13,783	68,104
Record Albums	1,046	---	1,310	2,356
Pamphlets	1,033	707	79	1,819
Films & Filmstrips	13	---	---	13
Museum Passes	8	---	---	8
Posters	56	53	---	109

BUDGET Fiscal 1978

SALARIES & WAGES	153,841.55
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ORDINARY EXPENSES

Office Supplies	5,928.56
Books, periodicals and subscriptions	91,995.95
Custodial Supplies	1,992.42
Fuel	7,836.14
Educational Supplies	27.25
Supplies and materials not classified	0.00
Printing and stationery	472.50
Postage	2,000.00
Telephone and other communications	5,214.20
Light, heat and power	11,721.53
Advertising	139.71
Book binding and repair	971.46
Professional services	3,282.00
Hired equipment	10,534.45
Repairs-Buildings and structures	3,322.14
Repairs-Furniture and office equipment	159.19
Contractual services not classified	4,906.89
Dues and memberships	500.00
Insurance	5,854.00
Office equipment	1,994.58
FICA Taxes	2,251.00

EXTRAORDINARY EXPENSES

Repairs-South Branch Library	2,189.00
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INCOME

City of Peabody	275,417.10
State Aid (Chapter 78)	17,063.63
Trust Funds	24,653.79

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